

Trade Act Assistance TAPR Field Locations

Revised 04/15/2005

All current business requirements for the TAPR have been identified by the below screen prints. Certain fields located within EKOS are not green dotted required fields but are required to be completed for the report.

Reported on the TAPR should be what was happening with the customer at the time he/she was determined eligible for the Trade Program.

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CUSTOMER
PROVIDER
EMPLOYER
STAFF
HELP

Provider Detail
ID: 219
Delete
1 of 1

Lexington Community College

General Info
Contact Info
Services
Service Performance
Comments
Custom

Service Detail

Service category
Training

Service Type
Occupational Skills Training

Service Name
Architectural Technician

Description
NAFTA/TAA only approved training.

Service ID
9572

WIA Eligible Status
Approved

Training Credit Hours

Total Service Length:
Weeks
Days
Hours

O*Net Title
Architects

CIP Code

Category
Service Type
Service Name
Description

Training
Occupational Skills Training
Civil Engineering
WIA Title 1B Eligible

Training
Occupational Skills Training
Information Mgt. Design w/Design
WIA Title 1B Eligible

Training
Occupational Skills Training
Architectural Technician
NAFTA/TAA only approved training.

Training
Occupational Skills Training
Business Management
NAFTA/TAA only approved training.

Training
Occupational Skills Training
Office Systems
NAFTA/TAA only approved training.

Training
Occupational Skills Training
Computer Systems Information
NAFTA/TAA only approved training.

Training
Occupational Skills Training
Radiography
NAFTA/TAA only approved training.

New Service
Delete Selection
Print Service
New Offering

Save
Print
Back
Next
Return to Search
Post a Note

Occupational skill training code

The system will take the ONET code from the Provider Module / Services / O*NET Title field related to the seeker service row used for the 'Date Completed, or Withdrew From Training' which best describes the occupation that the training leads to.

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[PROVIDER](#)
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Customer Detail
SSN: 265-41-3297
OSOS ID: KY000598327
Delete
1 of 1

TAPRTTester, TAPRHappy

[Gen. Info](#)
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[Ed/Lic](#)
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Customer Data

SSN: 265-41-3297
Status: Active
Job Seeker: Active

Username: happytest
Password: kyttester

Last Name: TAPRTTester
First Name: TAPRHappy
MI:

Date of Birth: 10/01/1971
Gender: Female

Address: 22 Testing Street

City: Anywho
State: Kentucky
Metro:

Zip Code: 41502
County: Pike

Country: United States

Phone: (606)-432-7721
Alt:
Fax:

Email: itsme@work.com

U.S. Citizen: ☒

Ethnic Heritage

☒ White
☐ Black or African American
☐ Hispanic or Latino
☐ Alaskan or American Indian
☒ Asian
☐ Hawaiian or Pacific Islander
☐ Other

Education & Employment

Education Level: 12 Grade - HS Graduate

In School: No

Weeks not Employed at Registration: 2

Employed: ☐ Yes ☒ No

Customer Assignment

Staff Assigned: selfregky0071, selfreg
Change
Registered: 01/24/2003

WIB Assigned: EKCEP
Origin: Self Service

Agency: DEPARTMENT OF LABOR
Change Office
Profiled:

Office: 0071 - DES,PIKEVILLE
Profiled Date:

UI Claimant: Seek (Subject to Work Search)
Internet Resume: ☒
Confidential: ☒

Print Resume
Schedule Appointment

Save Match Services Comp. Assess. Activity I.A. Referrals < Back Next > Correspond IVR Return to Srch Post a Note Tag

State Name

Defaults to Kentucky—system generated field on report

Individual Identifier

The OSOS ID is automatically assigned by system—system generated field on report

Date of Birth

Gender

Ethnicity

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Unemployment Compensation Status

Records the code indicating which classification best describes the individual's UI Claimant status at the time of the Trade application.

Highest School Grade Completed

CUSTOMER PROVIDER EMPLOYER STAFF HELP
Customer Detail SSN: 265-41-3297 OSOS ID: KY000598327 Delete 2 of 2
 Tester, Happy

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Custom

Programs
 Programs/Public Assistance Selection
Income Status
 Lower Living Standard N/A
 Income 70% LLSIL N/A
 Local Priority N/A
 Customer Disability Status Not Disabled
 Migrant / Seasonal Worker Yes No

Employment Preferences
 Work Week Full Time
 Duration Regular
 Salary \$ 8.00
 Pay Unit Hourly
 Date Available
Shift Preference
 Work Any Shift Yes No
 First Shift
 Second Shift
 Third Shift
 Split Shift
 Rotating Shift
Contact Preferences
 Use Postal Pri. Phone Alt. Phone Fax Email

Customer List Participation
 List Name
 Assign To List Remove

Military Service
 Service Veteran Campaign Veteran
 Active Service:
 From 10/01/1991 Thru 10/02/1996
 Other Eligible
 Veteran Era
 Other Vet
 Service Disability Not Disabled

Save Match Services Comp. Assess. Activity I.A. Referrals < Back Next > Correspond IVR Return to Search Post a Note Tag

Individual with Disability

CUSTOMER PROVIDER EMPLOYER STAFF HELP
Customer Detail SSN: 265-41-3297 OSOS ID: KY000598327 Delete 2 of 2
 Tester, Happy

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Custom

Programs
 Programs/Public Assistance Selection
Income Status
 Lower Living Standard N/A
 Income 70% LLSIL N/A
 Local Priority N/A
 Customer Disability Status Not Disabled
 Migrant / Seasonal Worker Yes No

Employment Preferences
 Work Week Full Time
 Duration Regular
 Salary \$ 8.00
 Pay Unit Hourly
 Date Available
Shift Preference
 Work Any Shift Yes No
 First Shift
 Second Shift
 Third Shift
 Split Shift
 Rotating Shift
Contact Preferences
 Use Postal Pri. Phone Alt. Phone Fax Email

Customer List Participation
 List Name
 Assign To List Remove

Military Service
 Service Veteran
 Active Service:
 From Thru
 Other Eligible
 Veteran Era
 Other Vet
 Service Disability

Save Match Services Comp. Assess. Activity I.A. Referrals < Back Next > Correspond IVR Return to Search Post a Note Tag

Veteran Status

Yes, selected

No, selected

Staff should also click on the "Programs/Public Assistance Selection" button and select "Yes" for any Programs that is currently serving the customer. Various reports are generated from this section of EKOS including co-enrollments on the WIASRD.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Detail SSN: 456-65-4565 OSOS ID: KY000494059 Delete Record Saved
 Test, Sample

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Custom

Detail

Job Title Insurance Sales Rep O*Net Titles
 Employer Insurance Co Include online Start Date 05/1993 End Date 06/1998
 Address 121 Buy Me Supervisor Phone
 City Lexington Wage \$ 15.00 Hourly Hours/week
 State Kentucky Reason for Leaving Dislocated due to foreign trade
 Country United States Job Duties Consumer relations, Insurance Policy vendor

TAA / NAFTA-TAA
 Qualifying Separation Date Tenure Application Date
 Petition Number Petition # Listing Program Petition Certification Date

Job	Company	City	Start	End
Insurance Sales Rep	Insurance Co	Lexington	05/1993	06/1998

New Job Entry Delete Selection

Save Match Services Comp. Assess. Activity I.A. Referrals < Back Next > Correspond IVR Return to Srch Post a Note Tag

All the fields in the **TAA / NAFTA-TAA section box** should be completed when "Dislocated due to foreign trade" is selected as the 'Reason for Leaving'. Once staff begins to enter data into this section all the fields will become green dotted required fields.

Most recent qualifying separation date

On TAA 858 form it is field labeled "Qualifying Separation" which is the end date for the job. In EKOS it is the "Qualifying Separation Date" on the Customer Module / Work History Tab that is associated with the trade-impacted employment that qualifies the individual to receive Trade assistance.

Tenure with employer at most recent qualifying separation

This is the total number of months the customer was employed with the employer of record as the applicant's most recent qualifying separation. To calculate this amount subtract the Start Date (month/year) and subtract it from the End Date (month/year) of the qualifying employer.

Date of Application

On the TAA 855 form it is the field called "Date of this Request". In EKOS it is the field labeled "Application Date" which is located in the Customer Module / Work History Tab / TAA / NAFTA-TAA section. This date is the first date the customer made a request for Trade funded services associated with the trade-impacted employment that qualifies the individual to receive Trade assistance.

Petition Number

On the TAA 858 it is the field called "Petition Number". In EKOS in the Customer Module / Work History Tab / TAA/NAFTA-TAA section it is the field labeled "Petition Number" and is associated with the trade-impacted employment that qualifies the individual to receive Trade assistance.

Program -- Staff should select either NAFTA/TAA or TAA from the drop-down list, whichever is appropriate.

Petition Certification Date – get from DOL site under the column called 'Decision Date' that is associated with the petition number.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Services OSOS ID: KY000842016 **Delete**

Tester18, Happy

<< Agency Info **Services** Service History Enrollments Outcomes Comments Audit WIA Trai >>

Detail

Provider Name: Pikeville College

Original Obligation: \$ 2000.00 Total Obligation: \$ 2000.00

Offering Cost: \$ 2000.00 Actual Cost:

Planned Start Date: 01/04/2004 Planned End Date: 03/02/2005

Actual Start Date: 01/05/2004 Actual End Date: 03/03/2005

Next Contact Date: Minimum Hours:

Program Svc Type: Core Completed: Yes

Min. Prog. Agreed:

Achv. Objective:

Program: NAFTA/TAA

Agency: DEPARTMENT OF LABOR

Office: 0071 - DES, Pikeville

Tracking

Year Month Hours

Add Edit Delete

Funding

Level	Source	Obligated	Actual	Oblig #
State	NAFTA/TAA	\$ 2000.00	\$ 0.00	

Total Funding: \$ 2000.00 Add Edit Delete

Petition #: 121503 Waiver From Training: ☒

Achievement Objective: Service: Drafting-Trade

New Service Delete Service Authorization IPA Service Summary Payments Change Actual Cost

Save Customer Detail Comp Assess Post a Note Check Labor Market Information

Belcher, Michele 0071 - DES, Pikeville 03/30/2005

Other Federal Coenrollments
Staff should record the appropriate activity to the customer record.

The system will be evaluating the funding streams of any WIA co-enrollment and identify funding for Dislocated Worker (DW) or National Emergency Grant (NEG), then consider WIA funding for Youth (OY and YY) and Adults as "other federal job training".

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Detail SSN: 011-90-5018 OSOS ID: KY000842016 **Delete** 1 of 1

Tester18, Happy

<< Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches **Activities** Comments Tests Adult Ed Entr >>

Activity	Activity Date	Office	Staff	Employer	Job ID
New Job Seeker - Staff Assisted	03/15/2005	0071 - DES, Pikeville	Belcher, Michele		
Referred to Other Federal	01/06/2005	0071 - DES, Pikeville	Belcher, Michele		
Placed in Training (Other Federal)	01/06/2005	0071 - DES, Pikeville	Belcher, Michele		
Referred to Job Corps	01/05/2005	0071 - DES, Pikeville	Belcher, Michele		
Labor Exchange Registration	01/05/2005	0071 - DES, Pikeville	Belcher, Michele		
Placed in Training (Job Corps)	01/05/2005	0071 - DES, Pikeville	Belcher, Michele		
Referral to Job Corps	01/05/2005	0071 - DES, Pikeville	Belcher, Michele		

Delete Activity Print List Detail

Save Match Services Comp Assess Activity I.A. Referrals < Back Next > Correspond IVR Return to Srch Post a Note Tag

Then if no WIA Adult, OY or YY funding is identified, check the seekers activities (Customer Module) to determine if any activity was entered for seeker service types "Placed in Training-Job Corp" or "Placed in Training-Other Federal" between the TAA enrollment and termination dates.

Then the appropriate response will be moved to the extract file.

A co-enrollment is when a WIA enrollment period overlaps the Trade Act enrollment period, but no WIA funds are used or a 'true co-enrollment' where there is an overlap in time and WIA funds are used to support trade act services. (Use of National Emergency Grant or WIA funds will trigger a WIA registration)

- Identify co-enrollments start or end date fall within the TAPR registration period
- The co-enrollments state date precedes the TAPR registration date.

CUSTOMER PROVIDER EMPLOYER STAFF HELP
 Services OSOS ID: KY000744947 Delete
 Tester, Happy
 Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Custom

Detail		Tracking	
Provider Name	Unemployment Insurance	Year	Month
Original Obligation	Total Obligation: \$ 8216.00		Hours
Offering Cost	Actual Cost		
Planned Start Date	Planned End Date	Add Edit Delete	
Actual Start Date	Actual End Date		
Next Contact Date	Minimum Hours		
Program Svc Type	Completed		
Min. Prog. Agreed			
Activ. Objective			
Program			
Agency			
Office			
Change Office			

Funding				
Level	Source	Obligated	Actual	Oblig #
State	NAFTA/TAA	\$ 8216.00	\$ 0.00	
Total Funding		\$ 8216.00		
Petition #		123456		
		Waiver From Training		

Achievement Objective	Service
	Travel While In Training Allowance
	Subsistence While In Training Allowance
	TRA Basic
	TRA Additional
	ON THE JOB TRAINING-03
	Subsistence While In Training Allowance
	OUT OF AREA JOB SEARCH 28
	RELOCATION ASSISTANCE 20

Travel while in training
 Subsistence while in training
 Received Occupational Skills
 (classroom training)
 Received on-the-job training
 Remedial Training
 Job Search Allowance
 Relocation Allowance

The system will evaluate all seeker service rows associated to the Trade Act enrollment to search for rows with specific seeker service type(s). If the seeker received one (or all) of the above services then the appropriate response will be moved to the report. The funding should be the appropriate TAA funding stream source. The system will ignore any seeker service row where the training_waiver_flag is set.

Waiver from training requirement

The checkbox for this appears once the petition # has been entered. This checkbox should be checked if the customer was placed on a waiver (based on one of the six criteria) and was determined TRA eligible in order for the customer to have access to HCTC (TAA program only).

Program of Participation

The program associated with the petition #. The system will look at the "Petition #" field that is attached to the funding stream.

Date of Participation

The system will evaluate all seeker service rows where the seeker service types are the 4 training types or the 6 allowance types associated to the TAA enrollment to determine the earliest actual_start_date. The earliest actual_start_date will be moved to the report.

Date Entered Training

The system will evaluate all training related seeker service rows of 'English as a Second Language (ESL)', 'Literacy Training', 'Occupational Skills Training', and 'On-the-Job Training (OJT)' associated to TAA and the petition number and will exclude rows where the training_waiver_flag is set then move the appropriate response (the earliest actual start date) to the report.

Date Completed, or withdrew from training

The system will evaluate all training related seeker service rows of 'English as a Second Language (ESL)', 'Literacy Training', 'Occupational Skills Training', and 'On-the-Job Training (OJT)' associated to TAA and the petition number and will exclude rows where the training_waiver_flag is set then move the appropriate response (the latest actual end date) to the report.

Training Completed

The system will evaluate the seeker service record verifying that the 'Completed' field was completed and move the appropriate response to the report.

Trade Readjustment Allowances (TRA)

The system will evaluate all seeker service rows associated to the Trade Act enrollment to search for rows with specific seeker service type(s). It will be looking to determine if the seeker received 'Basic TRA', 'Additional TRA', 'Both Basic and Additional TRA' or did not receive any TRA then the appropriate response will be moved to the report. The funding should be the appropriate Trade Program funding stream source.

Date of Registration

If the participant was registered for a WIA Title 1 program the system will select the earliest registration date for all associated WIA co-enrollments and place the appropriate response on the report. This will be pulled from the Services Module / Services Tab / Detail Section / Actual Start Date field.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Services OSOS ID: KY000842018 **Delete**

Tester20, Happy

Agency Info **Achievement Objectives** **Services** **Service History** **Enrollments** **Outcomes** **Comments** **Audit** **WIA Trai** > >>

Enrollment Info

Program Type: Trade Act

Enrollment Date: 12/07/2004

Enrolling Service: Relocation Allowance-Trade

Enrolling Admin: Belcher, Michele

Enrolling Office: 0071 - DES, Pikeville

Exit Info

Exit Date: 02/04/2005

Exit Reason: Other services completed

Exit Admin: Belcher, Michele

Exit Office: 0071 - DES, Pikeville

Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office
Trade Act	12/07/2004	0071 - DES, Pikeville	02/04/2005	0071 - DES, Pikeville

Save Customer Detail Comp Assess Post a Note Check Labor Market Information

Belcher, Michele 0071 - DES, Pikeville 03/29/2005

Date of Exit

The system will record the last date the participant received Trade Act or WIA Title 1 funded services. For co-enrollees it is the date of completion or known completion from Trade or WIA Title 1 funded services if that date is later. This date is the later of the Trade Act exit date or the co-enrollment program exit date. This is pulled from the Services Module / Enrollments Tab / Exit Info Section / Exit Date field.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Services OSOS ID: KY000598327 **Delete**

TAPRTTester, TAPRHappy

Agency Info **Achievement Objectives** **Services** **Service History** **Enrollments** **Outcomes** **Comments** **Audit** **Custom**

Employed in Quarter after exit? Determination Method

Employed in 3rd Quarter after exit? Determination Method

O*Net Title: Executive Secretaries and Administrative Assistants

Remained with Layoff Employer?

Program Type	Enr. Date	Enrollment Office	Term. Date	Termination Office
Trade Act	03/15/2003	8080 - DES,FRANKFORT /CENT. OFF		
WIA	03/01/2003	0071 - DES,PIKEVILLE		

Save Customer Detail Post a Note Check Labor Market Information

Employed in 1st full quarter after exit?

Employed in 3rd full quarter after exit?

These are system generated by the UI/WRIS wage file import therefore staff should not enter any data in these fields.

Three quarters Prior to Most Recent Qualifying Separation

Two quarters Prior to Most Recent Qualifying Separation

1st quarter following exit?

2nd quarter following exit?

3rd quarter following exit ?

These are system generated by the UI/WRIS wage file import.

Occupational skill training code

Use the occupational code that best describes the exiter's employment. The system will use employed occupational code on the wia_logging, wia_logging.occ_cd

Recalled by layoff employer

Record whether the participant was recalled by the employer where the qualifying separation took place. The system will evaluate the wia_logging.wia_reason_for_exit_cd and move the appropriate response on the report.

> CUSTOMER > PROVIDER > EMPLOYER > STAFF > HELP

Comprehensive Assessment SSN: 456-65-4565 View

Test, Sample

Employment Education Financial Family Health Treatments Legal Housing Transportation Comments Custom

Math & Reading

Does the Customer Have Basic Math and Reading Skills?

Limited English

Education Completed

Bachelor's or equivalent

In School Now?

Customer below appropriate grade level? ☐

Pell Grant Recipient?

Award Amount

Any indication of learning disabilities? ☐

Training Information

Training Completed

Training in Progress

Job-Related Interests

Job-Related Attitudes

Training Needs

Pell Grant Recipient

Limited English language proficiency
 The "Limited English" field should be completed by choosing a 'Yes' or 'No' from the drop down list.